

ref	Quality Improvement Aspect	Area for improvement	How will we address our current concerns?	What will we do to strive for outstanding?	Start date	End date	Lead
<b>Adult Learning, Inspire College, High Needs (combined)</b>							
1	<b>Leadership and Management</b>	A lack of consistent and timely data reports means that monitoring of progress towards targets is hampered, and issues cannot always be picked up and dealt with as quickly as desired.	a) agree a schedule of specified data reporting to support monitoring and planning; b) support for learning management team to use data effectively	Ensure that all learning managers are able to access and use data confidently in order to review their area of programme. Regular monitoring of data in Quality Improvement Group meetings.	Sept 22	Mar 23	AD
2	<b>Quality of Education</b>	Tracking progress through AfL and ILPs have been picked up in OTLAs as an area for improvement.	Focus on these areas in upcoming Class Visits and OTLAs; Paired checks between lead tutors and management team. Establishment of ILP and AfL 'gurus' to lead on CPD	Further development of 'gurus'. Review of ILP stemming from check visits to ensure it aids the process of tracking the learner progress journey.	January 23	April 23	AD
3	<b>Quality of Education</b>	Use of Initial Assessment to inform planning picked up in OTLAs as an area for improvement	Focus on this area in upcoming Class Visits and OTLAs; establishment of Initial Assessment 'guru' to lead on CPD.	Continued focus in this area to ensure that a course specific Initial Assessment informs the planning for each learner's individual outcomes. This will be achieved through the sharing of best practice and consistent monitoring to ensure this area is constantly 'on the agenda'.	January 23	Jun 23	AD
5							
6							
<b>Adult Learning - overall responsibility for updating Nicky Reed</b>							
1A	<b>Quality of Education</b>	Need to ensure consistently robust, course-specific initial assessment in all courses to effectively record progress towards outcomes	a) tutor cpd and training on use and recording of initial assessment; b) monitoring of effective use by adult learning managers	Ensure that all tutors confidently using effective IA methods, recording these, using them to inform planning and support positive learner outcomes	Sept 22	Mar 23	NR
2A	<b>Quality of Education</b>	Inconsistent use of individual learning plans to support progress and learning	a) continue and review implementation and use of ILPs for both online and face to face learning; b) monitor effectiveness - checking that all tutors are using these; c) further tutor support to use ILPs effectively, including giving positive, individualised feedback to learners	Ensure that all tutors and learners are making positive use of ILPs allowing a record of learning, progress and outcome;	Sept 22	Mar 23	NR
3A	<b>Leadership &amp; Management</b>	Effective use of learner evaluation to monitor learning and quality	a) engage all learning managers in process of reviewing learner evaluations; b) continue to develop reporting (with new MIS) to be able to do this effectively	Introduce processes to ensure all tutors have access to and respond to learner evaluation comments; and that they are then using these, along with information from ILPs to inform their own tutor report and future practice. All learning managers reviewing and acting on Learner Evaluations.	Sept 22	Dec 22	NR

4A	<b>Leadership &amp; Management</b>	Establish management processes for Traineeships (added 19/01/2023)	PG, SC, NR, MR to meet by 27/01/2023 to work through responsibilities and processes.		January 23	April 23	MR
5A							

Where are we now? December	Date updated	Rag rating
LEF reporting process has been rolled out to Adult Learning Lead Tutors and will soon be cascaded to tutors. Power BI Dashboard is in final stages of preparation and should be rolled out by the end of February 2023.	19/01/2023	
new in January	19/01/2023	
new in January	19/01/2023	
This is more robust than it was and is happening through the ILP. Further training needs to be implemented to ensure this is as robust as it can be and personal learning outcomes are being introduced. This will be checked through our paired monitoring visits. We have allocated week commencing 6th February 2023 for CL and non-exam Accredited and week commencing 13th March 2023 for Functional Skills.	19/01/2023	
Paper ILP has now been introduced. There are some problems with the electronic ILPs - NR to have a review meeting on this. The back sheets of the paper ILP are coming in, but we need to track this. Management team to do some monitoring with LTs. This is also happening through OTLAs.	19/01/2023	
Moving on in two ways - interim process is now in place and PowerBI process will be rolled out as soon as possible. Interim process is that LTs are reviewing tutor evaluations so far and there is a template for them to be reviewed. NR is sampling these. These will also be picked up at the quality improvement group which is to be re-established to meet once per half term.	19/01/2023	

This is new in January 2023	19/01/2023	